

Best Practices in Budget Development



We will start in
a few minutes.

Please access
the audio link
in Adobe Connect.

Housekeeping



- Check the Connect Web Links to access the slide deck and other resources.
- A recording of this presentation will be posted on the AmeriCorps State and National Grants FY 2019 funding page.
- Use the Chat pod to ask questions.



2019 AmeriCorps State & National Grant Competition Best Practices in Budget Development



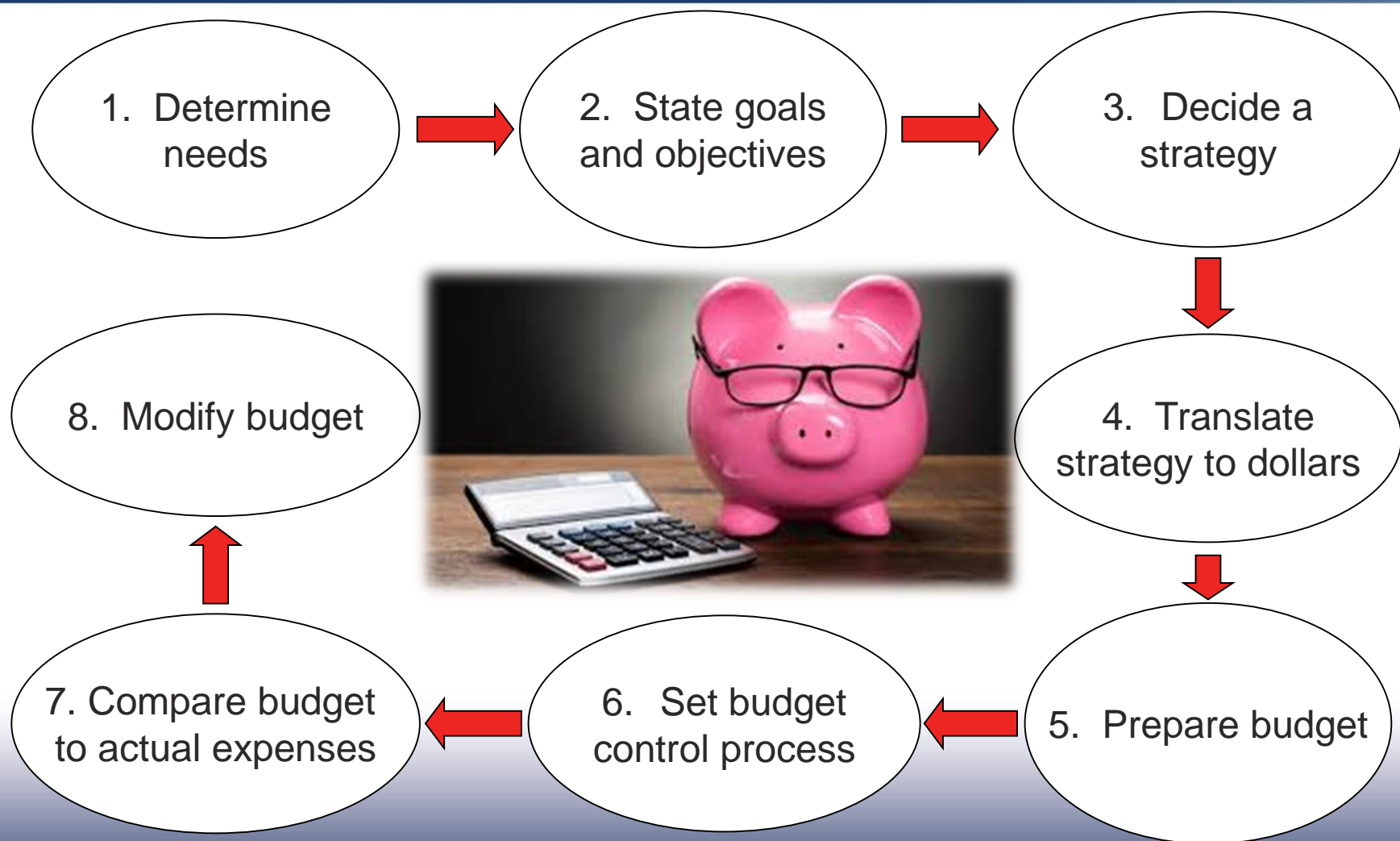
Budget Functions



An approved AmeriCorps budget is part of the grantee's contractual obligation and:

- ◆ A financial blueprint
- ◆ Helpful to ensure compliance
- ◆ A tool for measuring progress and monitoring

Budget Management Process



Budget Basics



- ◆ Realistic
- ◆ Consistent
- ◆ Flexible
- ◆ Realistic scope
- ◆ Appropriate detail
- ◆ Competitive proposal
- ◆ Compliance
- ◆ Effective delivery

Budget Narrative



- ◆ Follow instructions in NOFO
- ◆ Includes allowable, reasonable, necessary, and allocable costs, as defined by 2 CFR 200
- ◆ Estimate resources needed to achieve program goals
- ◆ Organize narrative to fit budget categories
- ◆ Provide adequate descriptions
- ◆ Check your math

Unallowable Costs



Include:

- ◆ Lobbying
- ◆ Entertainment and alcohol
- ◆ Expenses not tied to program objectives
- ◆ Costs that constitute waste, fraud, and abuse
- ◆ Unreasonable from “prudent person” perspective
- ◆ Costs with no logical basis

Match Requirements



- ♦ Minimum grantee share increases gradually.
- ♦ One dollar for every CNCS dollar by year 10.

	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10
Overall Minimum Share	24%	24%	24%	26%	30%	34%	38%	42%	46%	50%

There are no specific match requirements for fixed-amount grants.

Grantees pay all program costs over that provided by CNCS.

Budget Structure



Separated by major categories and
divided into CNCS and Grantee shares

Direct Costs

Attributable to Program Goals

Examples:

- ♦ Program staff salaries and fringe
- ♦ Member and staff travel
- ♦ Uniforms
- ♦ NSCHC
- ♦ Member living allowances

Indirect or Administrative Costs

For Common Organizational Goals

Examples:

- ♦ Management staff salaries and fringe
- ♦ Accounting and legal services
- ♦ Office equipment
- ♦ Rent and leases
- ♦ General liability insurance

Program Operating Costs

Section I.

- A. Personnel Expenses
- B. Personnel Fringe Benefits
- C. Travel
 - 1. Staff Travel
 - 2. Member Travel
- D. Equipment
- E. Supplies
- F. Contractual and Consultant Services
- G. Training
 - 1. Staff Training
 - 2. Member Training
- H. Evaluation
- I. Other Program Operating Costs

Section I. Program Operating Costs

A. Personnel Expenses

Position Title Description	Qty	Annual Salary	% Time	Total Amount	CNCS Share	Grantee Share
Totals						

B. Personnel Fringe Benefits

Purpose Description	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

C.1. Staff Travel

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

C.2. Member Travel

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

F. Contractual and Consultant Services

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

D. Equipment

Item Purpose/Justification	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

E. Supplies

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

G.1. Staff Training

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

G.2. Member Training

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

H. Evaluation

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

I. Other Program Operating Costs


Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

Subtotal Section I:

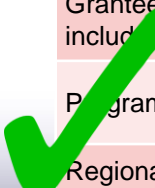
Total Amount	CNCS Share	Grantee Share

Budget Narrative Section I – Sample Entry #1

1. Staff Travel



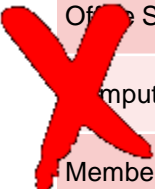
Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
CNCS-Sponsored Grantee Training	2 staff to DC	\$2,930	\$2,930	\$0
Program site monitoring and oversight	50 trips, average 25 miles round trip @ \$0.56/mile	\$700	\$0	\$700
Regional training conference (PD and PC)	(airfare - \$450, Lodging - \$150/night, 2 nights, per diem - \$75/day, 3 days, ground transportation - \$50) x 2 staff	\$1,954	\$977	\$977
Member Travel as part of workday (between worksites)	Avg 20 mi/week per member, 50 weeks, 38 members, \$0.56/mile (mileage rate determined by state policy)	\$21,280	\$21,280	\$0
CATEGORY Totals		\$26,864	\$25,187	\$1,677



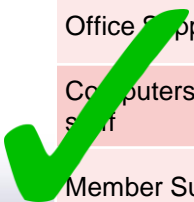
Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
ED and PD travel to CNCS-Sponsored Grantee Training (Washington DC) – include attendance at pre-con events	(airfare - \$600, Lodging - \$177/night, 3 nights, per diem - \$71/day, 4 days, ground transportation - \$50) x 2 staff	\$2,930	\$2,930	\$0
Program site monitoring and oversight	50 trips, average 25 miles round trip @ \$0.56/mile (mileage rate determined by state policy)	\$700	\$0	\$700
Regional training conference (PD and PC)	(airfare - \$450, Lodging - \$132/night, 2 nights, per diem - \$71/day, 3 days, ground transportation - \$50) x 2 staff	\$1,954	\$977	\$977
CATEGORY Totals		\$5,584	\$3,907	\$1,677

Budget Narrative Section I – Sample Entry #2

E. Supplies



Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Office Supplies	Avg \$40/month	\$400	\$0	\$400
Computers		\$2,200	\$2,200	\$0
Member Supplies	\$185/member, 38 members	\$7,000	\$3,200	\$3,800
	CATEGORY Totals	\$9,600	\$5,400	\$4,200



Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
AmeriCorps member service gear (includes the AmeriCorps Logo)	38 members, 3 shirts @ \$26/shirt	\$2,964	\$2,964	\$0
Office Supplies	Avg \$40/month	\$480	\$0	\$480
Computers and peripherals for new staff	2 @ \$1,100/each	\$2,200	\$2,200	\$0
Member Supplies	Approx \$185/member	\$7,000	\$3,200	\$3,800
	CATEGORY Totals	\$12,644	\$8,364	\$4,280

Member Costs

Section II.

A. Living Allowance

B. Member Support Costs

- ◆ FICA
- ◆ Health Care
- ◆ Worker's Compensation
- ◆ Unemployment Insurance
- ◆ Other Member Support Costs

Section II. Member Costs

A. Living Allowance

Item	# Mftrs	Allowance Rate	# w/o Allowance	Total Amount	CNCS Share	Grantee Share
Full Time (1700 hrs)						
Half Time (900 hrs)						
1st Year of 2-Year Half Time						
2nd Year of 2-Year Half Time						
Reduced Half Time (675 hrs)						
Quarter Time (450 hrs)						
Minimum Time (300 hrs)						
Totals						

B. Member Support Costs

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

Subtotal Section II:


Total Amount	CNCS Share	Grantee Share

Subtotal Section I + II:


Total Amount	CNCS Share	Grantee Share

Budget Narrative Section II – Sample Entry

B. Member Support Costs



Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
FICA for Members: total member living allowances of \$637,500	637,500 @ 5%	\$33,675	\$0	\$33,675
Health Care	Estimated 25 of 28 FT members and 8 of 10 MT members, \$520/month	\$197,600	\$0	\$197,600
	CATEGORY Totals	\$231,275	\$0	\$231,275



Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
FICA for Members: total member living allowances of \$637,500	637,500 @ 7.65%	\$48,769	\$0	\$48,769
Health Care	Estimated 25 participants (of 28 eligible members), \$520/month	\$156,000	\$0	\$156,000
	CATEGORY Totals	\$204,769	\$0	\$204,769

Administrative and Indirect Costs

Section III.

Three methods to recover administrative costs:

1. 5/10 Percent Fixed Option

- ◆ 5% of the total of CNCS funds expended
- ◆ No documentation required

2. Federally Approved Indirect Cost Rate Method

- ◆ Requires approved rate from Federal government
- ◆ Approved rate constitutes documentation

3. 10% De Minimis Rate

Budget Narrative Section III – Sample Entries

Section III. Administrative/Indirect Costs

A. Corporation Fixed Percentage

Item	Calculation	Total Amount	CNCS Share	Grantee Share
1% Commission share	CNCS: total CNCS costs of \$394,443 x 1.05%	\$4,142	\$4,142	\$0

B. Federally Approved Indirect Cost Rate

Cost Type	Cost Basis	Calculation	Rate	Rate Claimed	Total Amount	CNCS Share	Grantee Share
Provisional	Salaries and Fringe	Total program costs of \$1,083,833 x 25% CNCS share: total CNCS costs of \$394,443 x 4.21% (3.6% claimed); 1% retained by Commission in Section III-A	38.5%	25%	\$270,958	\$14,200	\$256,758

SECTION Totals					\$275,100	\$18,342	\$256,758
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Source of Funds



Welcome Tracey

Start Continuation Grant Application

Start Continuation

- Applicant Info
- Application Info
- Narratives
- Logic Model
- Performance Measures
- Program Information
- Documents

Budget Section III. Administrative/

Please enter the necessary budget information

Enter Source of matching funds

Match Description	Amount
DC Public Schools	\$25,160.00

Start Continuation Grant Application

For each source of matching funds, please enter the information below.

Match Description (max 250 chars):

Amount: \$.00

Match Classification:

Match Source:

Source of Funds – Sample Entries

Source of Funds

Match Description	Amount	Type	Source
General funds, secured	\$288,066	Cash	Other
Private foundation, proposed	\$10,125	Cash	Private
Professional services donations, secured	\$6,000	In Kind	Other
State DOE, secured	\$158,256	Cash	State/Local
OJJDP, secured	\$281,135	Cash	Federal
Total Source of Funds	\$743,582		

Budgeting Tips



- ◆ Meet CNCS cost guidelines
 - Maximum and minimum living allowances
 - \leq Maximum Cost per MSY
 - Required match and match sources
- ◆ Include
 - Required expenses
 - Adequate/accurate calculations and explanations
 - Allowable costs only
- ◆ Align with stated program goals

Have you...



- ◆ Established or renewed your CCR at www.sam.gov?
- ◆ Submitted your single audit and 990?
- ◆ Entered your NICRA details in eGrants?
- ◆ Submitted your Financial Management Survey to CNCS?

eGrants Warnings and Errors

- ◆ Warning Messages: Can submit but budget may not be compliant
- ◆ Error Messages: Cannot proceed until information is edited

eGrants technical assistance:

National Service Hotline -- **800-942-2677**



Questions?

Can't get enough?



Presentation recording available at

[https://www.nationalservice.gov/
build-your-capacity/grants/funding-opportunities/
2019/ameriCorps-state-and-national-grants-fy-2019](https://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities/2019/ameriCorps-state-and-national-grants-fy-2019)

Until the next time...

Don't miss the
**“Best Practices in
Demonstrating Evidence”**
webinar on Thursday
December 5, 2018
1:00 – 2:00 PM EST.

